

STANDARD FORM 136
MARCH 1960 EDITION
GENERAL SERVICES ADMINISTRATION
REG. 3-1-102.00 (136-103)

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500080003-4

OF RECORDS HOLDINGS

DEPARTMENT OR AGENCY
Central Intelligence Agency

TO:
Office of Records MANAGEMENT
NARS, GSA
National Archives Building

One copy of this report is to be submitted to General Services Administration, National Archives and Records Service, Washington 25, D.C., by each Federal agency within 30 days after the close of Fiscal Year 1960, and every even year thereafter (See instructions on reverse).

LOCATION OF RECORDS

VOLUME OF RECORDS ON HAND—END OF FISCAL YEAR (Cubic feet)

DEPARTMENT

FIELD

TOTAL

CURRENT FILE ROOMS AND OFFICES

163,837

STAGING, HOLDING, AND OTHER STORAGE AREAS

78,046

TOTAL

241,883

REMARKS (Agencies may include here data on progress made during the period in disposal, transfer, and scheduling of records)

1. Holdings in Storage Areas increased 11.1% over FY 1961
2. Destruction of Records Increased 13.9% over FY 1961
3. Volume on Hand at end of Fiscal Year Decreased 2.3% over FY 1961.

SIGNATURE

TITLE

CIA Records Administration Officer

DATE
31 October 1962

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INSTRUCTIONS

GENERAL

Records to be reported herein, with no distinction made between them, are to include the following:

1. All of the records of the reporting agency;
2. Records held at the site for GAO audit; and
3. Official Personnel Folders (legally records of the Civil Service Commission) in the custody of the reporting agency.

Nonrecord material (as defined in the Records Disposal Act of July 7, 1943, as amended) is to be included in volume reported if the reporting agency's practice calls for statistics on this type of material.

No volume should be included for Agency Records Centers operated by the reporting agency in accordance with GSA Regulations 3-IV-401.01, and 3-IV-401.03a, because they submit separate reports on Standard Form 137, Agency Records Center Annual Report. (See GSA Regulation 3-IV-401.04.) No volume should be reported for Federal Records Centers which report separately.

DEFINITIONS

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field activities, but excludes Agency Records Centers.

"Field" means the reporting agency's offices other than the headquarters office and Agency Records Centers.

"Staging, Holding and Other Storage Areas" means areas at departmental or field locations formally designated for staging and holding purposes, as well as all other storage areas except current file rooms and offices, Agency Records Centers, and Federal Records Centers.

EQUIVALENTS

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

FILING CABINETS		FILING CASES			TABULATING CARDS	OUTSIZED EQUIPMENT
LETTER	LEGAL	3×5	4×6	5×8		
1½	2	¾	¾	¾	1	INSIDE CUBIC MEASUREMENT
PER DRAWER		PER 12" DRAWER			PER 10,000	

NOTE.—Equivalents are for full but workable drawers. Appropriate adjustments should be made for partially filled drawers.

☒	UNCLASSIFIED	☐	CONFIDENTIAL	☐	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Mr. Herbert R. Angel				
2	Assistant Archivist				
3	Room 104, National Archives Building				
4					
5					
6					
☐	ACTION	☐	DIRECT REPLY	☐	PREPARE REPLY
☐	APPROVAL	☐	DISPATCH	☐	RECOMMENDATION
☐	COMMENT	☐	FILE	☐	RETURN
☐	CONCURRENCE	☐	INFORMATION	☐	SIGNATURE
Remarks: Herb: The attached Biennial Summary of our Records Holdings is a little late. There are no security restrictions on this data but the Agency does not want it published.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
CIA Records Administration Officer				10/31/62	
☒	UNCLASSIFIED	☐	CONFIDENTIAL	☐	SECRET